

## **PREPARATION AND SUBMITTAL OF BUDGET INFORMATION**

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(Revised 10/2017)

Each department is responsible for the preparation and submission of information related to its own budget to Finance in accordance with direction provided by Finance. Information may be required to be provided in FI\$Cal/Hyperion or in other methods. It is suggested that budget officers preparing departmental budget information for submission to Finance discuss with the assigned Finance budget analyst to confirm timing and expectations.

Approved budget information in FI\$Cal/Hyperion is used to generate detailed and summarized budget information in Finance's published Governor's Budget and Budget Enactment. The detailed and summarized budget information can be found on Finance's web page at [www.dof.ca.gov](http://www.dof.ca.gov).